

APPROVED

August 3, 2004

Michigan State Administrative Board

Lansing, Michigan

July 20, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Room, 7th Floor, Mason Building, on Tuesday, July 20, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristi Profit, Policy Advisor, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Ed Timpf, Administrator, Financial Operations, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Melissia Christianson, Socorro Guerrero, Daphne Johnson, John Szczubelek, Department of Attorney General; Paul Reinhart, Department of Community Health; Sergio Paneque, Executive Office; James Burris, Tony DesChenes; Jim Konrad, Janet Rouse, TeAnn Smith, Department of Management and Budget; Pam Lavender, Jean Ingersoll, Randy Knapp, Department of Transportation; Brett Henderson, GCSI; Esther Reagan, HMA; Christine Shearer, MAHP; Joseph Aoun, Nuyen, Tomtishen & Aoun, P. C.; Lyle Algate, Total Health Care

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved to approve the minutes of the State Administrative Board for the regular meeting of July 6, 2004. The motion was supported by Ms. Leffler and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

DISTRICT HEALTH DEPARTMENT NO. 10, 7/2/2004

Retention and Disposal Schedule(s):

DEPARTMENT OF CIVIL SERVICE, Employee Benefits Division,
6/11/2004

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules and the Retention and Disposal Schedules. Ms. MacDowell supported the motion. The motion was unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of July 13, 2004 and the special meeting of July 20, 2004. Ms. MacDowell explained the error in the funding would be corrected on Item 25(1) of the regular agenda of the 7/13/2004 Finance and Claims Committee meeting. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held July 13, 2004, and the special meeting held July 20, 2004 be approved. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of July 14, 2004. Ms. MacDowell explained the error in the funding would be corrected on Item 15 of the 7/14/2004 Building Committee Agenda. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held July 14, 2004 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of July 14, 2004. Mr. Pavona explained there was an error in the motion for approval on the 6/30/2004 Transportation and Natural Resources Committee Report. The error would be corrected to include the words “and supplemental” in the motion on that report. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held July 14, 2004, be approved and adopted with the withdrawal at the State Administrative Board meeting of July 14, 2004 of Items 9 and 23 of the regular agenda and Items 2 and 7 of the supplemental agenda by the Department of Transportation and the error in the report of the 6/30/2004 meeting be corrected. The motion was supported by Ms. Wolenberg and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON